APPLICANT BY NAME (QANM) FOR APPLICANT NAME CHANGE (ANCH)

Applicants by Name

	Applicant Name	Applicant ID	Job Notice ID	Status	Status Date
1	DREW, CHARLES	R03 03 10001	RAT03W1007	AC	05 01 00
2	DREW, DAVID J	030 32 0004	QAT02E2004	AC	04 21 00
3	DREW, DAVID S	030 32 0001	QAT02E2001	AC	04 21 00
4	DREW, DON	030 32 0002	QAT02E2002	AC	04 21 00
5	DREW, TONY	030 32 0005	QAT92E2005	AC	04 21 00
6	FIVE, STUDENT L	031 32 0005	RAT02W1005	AC	04 21 00
7	FOUR, STUDENT D	031 32 0004	RAT02W1004	AC	04 21 00
8	JASPER, KENNETH	030 61 0005	R123456789	AC	04 25 00
9	JONES, CASSIE	030 61 0002	R123456789	AC	04 20 00
10	JOPLIN, JANIS	030 61 0004	R123456789	AC	04 22 00
11	MAY, LINDA	030 62 0004	R123456780	AC	04 22 00
12	MOORE, KEVIN	030 62 0005	R123456780	AC	04 25 00
13	NEELY, TERESA	030 61 0003	R123456789	AC	04 20 00
14	NEELY, TERESA	030 62 0003	R123456780	AC	04 20 00
15	ONE, STUDENT E	031 32 0001	RAT02W1001	AC	04 21 00

Applicant Name Change

Current Name: DREW, CHARLES

Applicant ID: R03 - 13 - 20001

Effective Date: 05 / 01 / 00

Expiration Date: 99 / 99 / 99

Name Change Reason:

New Name

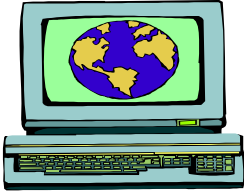Prefix: MR

First: CHARLES

Middle:

Last: DREW

Suffix:

APPLICANT NAME CHANGE (ANCH)

The applicant name was established on the Job Application (JOBA) window. At some point, for several reasons, the name may need to be changed in the SAM II database. An applicant name change is entered through the Applicant Name Change (ANCH) transaction.

To change an applicant's name, you will need to obtain the applicant's current record. To this point, you probably have located an applicant in the SAM II HR/Payroll System by using the Applicant ID on the JOBA to bring up information. There will be times when you do not readily have access to the Applicant ID of the applicant you need to work with. When that occurs, you will find it convenient to use the Applicants By Name (QANM) inquiry to find the applicant. The following steps will illustrate that procedure:

- From the Go To window, type in "QANM" and click on the OPEN button. Select **Display: Browse Data**. The applicants will be listed by name.

- Find the applicant for whom you change the name on the QANM window. You might need to use **Display: More Data** to find your choice.

- With that applicant highlighted in the QANM window, select the Go To window again and type the code name of the window for which you want to see or enter information for this particular applicant. In this case, the window we want to open is the ANCH.

- Click the Go To window's "Open With Data" button to open the Applicant Name Change (ANCH) window. Any information associated with the applicant will infer. In this case, the full name of the applicant, applicant ID, and the current effective and expiration dates will be brought forward to the ANCH window.

Since the applicant's applicable data has been brought forward and is displayed in the window, you may now enter changes.

APPLICANT NAME CHANGE (ANCH)

NOTES

APPLICANT NAME CHANGE (ANCH)

The Applicant Name Change (ANCH) window is used to record and view changes to an applicant's name. The system changes the applicant's name on every existing record.   Following are instructions for completing the fields on the ANCH.

Step 1 To open the ANCH from the SAM II Desktop Navigator window click on the Go To icon. Type ANCH in the Code field. Click on the OPEN button.

Step 2 Complete the following fields to access the applicant.

CURRENT NAME - Inferred.   The applicant's current full name is displayed.

APPLICANT ID – Required. Enter the applicant's identification number. **SEE STUDENT CARD**

Select **Display: Browse Data.**

Step 3 Populate the remaining fields.

EFFECTIVE DATE – Required**.** Enter the date (*mm/dd/yy*) that the new name becomes effective. A future date for a name change cannot be entered. To future date the new name, you may enter the data and update it to the suspense file for processing at a later date. The other option is to wait until a later date to process this transaction. Type **TODAY'S DATE**

EXPIRATION DATE – Inferred.   Displays the last date the existing name is in effect. Default is 99/99/99.

NAME CHANGE REASON – Optional. Leave blank, or enter the name change reason code. Codes are located on the Name Change Reason (NMCR) window.
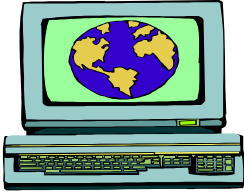
APPLICANT NAME CHANGE (ANCH)

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ADVANTAGE Desktop - OA134
File  Edit  Display  Process  Window  Help
```

Applicant Name Change

Current Name	NASH, DEANNE
Applicant ID	R03 - 04 - 10001
Effective Date	05 / 31 / 00
Expiration Date	99 / 99 / 99
Name Change Reason	

New Name

Prefix	MS
First	DIANE
Middle	
Last	NASS
Suffix	

```
Navigator
END OF SCAN          Messages  Tran ID:          2:46 PM   05/31/00
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APPLICANT NAME CHANGE (ANCH)

New Name

PREFIX – Optional**.** Leave blank, or enter the applicant's new name prefix. Codes are located on the Name Prefix (PREX) window.

FIRST – Required. Enter the applicant's new first name. Type **A NEW FIRST NAME**

MIDDLE – Optional. Leave blank, or enter the applicant's new middle name or initial.

LAST– Required**.** Enter applicant's new last name. Type **A NEW LAST NAME**

SUFFIX – Optional**.** Leave blank, or enter the applicant's new name suffix. Codes are located on the Name Suffix (SUFX) window.

APPROVING AN APPLICANT NAME CHANGE (ANCH)

NOTES

APPROVING AN APPLICANT NAME CHANGE (ANCH)

You have completed entering the field information for the ANCH. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The ANCH requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the ANCH.

Step 1   Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2   Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3   Select **Process: Approve.**

Step 4   Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3   Select **Process: Approve-Update.**

Step 4   Close the transaction.

TESTING YOUR KNOWLEDGE

1. Which transaction records the address of an applicant?

    (a) AATT

    (b) ADAA

    (c) AADD

    (d) AIDC

2. Which transaction records the previous work experience of an applicant?

    (a) APSA

    (b) AWRK

    (c) AWTR

    (d) AEDH

3. True or False? The system requires that all transactions covered in this topic be completed for every applicant.

4. Which transactions allow the user to change the name and ID of an applicant?

    (a) ANCH and AUS1

    (b) AIDC and AUS1

    (c) ANCH and AEDC

    (d) ANCH and AIDC

EXERCISES

Now that you have an understanding of how to enter the applicant attributes, let's complete the appropriate transactions using the scenario and information below. HINT: Not all transactions will need to be used.

The Department of Health has advertised for an Associate Public Health Lab Scientist. The department received an application. The applicant is an African-American who attended the University of Missouri—Kansas City from August 1992 through May 1996 and graduated with a dual Bachelor's Degree in Biology and Chemistry.

The applicant worked at Libby Laboratories in Louisville, Kentucky, from June 1996 through May 2000 as a Research Scientist. The applicant will use Karen Mendez at Libby Laboratories in PO Box 1324 in Louisville, KY, 40224 as a reference.

The applicant possesses a hazardous material certification issued by Kentucky effective July 1, 1999. There is not a certificate number.

The applicant currently lives at 5522 South Brooks, Jefferson City, MO 65101.

The Job Notice ID is **QAT04E2001**

Use transactions from the list below:

AADD

AATT

AREF

AEDH

ALCN

ASKL

ATRP

AWRK

APSA

APPLICANT ID - SEE STUDENT CARD.

EFFECTIVE DATE – Type **TODAY'S DATE**.

NOTES